



# Peace Corps-Philippines

**The United State Peace Corps program in the Philippines seeks qualified candidates for the following position for a **five (5) months** Personal Services Contract**

## **TRAINING SUPPORT STAFF**

**(Code: TSS)**

**TYPE OF CONTRACT: Personal Services Contract**

**From May 05 – September 30, 2014**

### **BASIC FUNCTION OF POSITION:**

The Training Support Staff assists the other members of the PST Team in all aspects of training associated with language acquisition, cultural adaptation, technical/community development skills, and healthy and safety components in one regional site. He/She also oversees all administrative and host family matters, as well as coordinates the activities of the General Services Assistants. The Training Support staff will be required to follow a six-day workweek, with additional preparation time and activities in the evening, and on weekends and holidays. The TSS reports to the Training Manager and Training Director.

### **QUALIFICATIONS:**

- Graduate of a four-year course, preferably with three years relevant work experience in community development work and/or events organizing;
- Proficient in English and in Tagalog;
- Excellent computer skills;
- Demonstrates cross cultural communication skills;
- Willing to participate in a Training of Trainers course;
- Hardworking, responsible, flexible and a good team player;
- Good working knowledge of administrative procedures, organizational skills and accounting/budgeting skills
- **Experience with Peace Corps trainings, preferred.**

### **REQUIREMENTS:**

- Holder of an NBI clearance
- Ability to perform administrative responsibilities efficiently and in compliance with Peace Corps regulations and policies
- Physically fit to work long hours;
- Willing to travel extensively in Central Luzon

## APPLICATION PROCEDURES:

Send your application letter and resume to [pstvacancy@ph.peacecorps.gov](mailto:pstvacancy@ph.peacecorps.gov), preferably in pdf format of not more than 10mb.

We do not require that resume has the applicant's ID picture. Also, please do not email scanned document or any document that is not asked for.

The closing date for applications is **March 31, 2014 5:00 pm**. Only selected candidates will be contacted for an interview.